

**INSTRUCTIONS FOR
KANSAS ESSENTIAL FUELS SUPPLY TRUST FUND
APPLICATION FORM**

MOTOR FUELS LICENSE NUMBERS

Applicants to the Kansas Essential Fuels Supply Trust Fund must have current Motor Vehicle Fuels Distributor or Motor Fuels Retailer License numbers issued by the Kansas Department of Revenue. Motor Vehicles Fuels licenses are issued by the Kansas Department of Revenue, Customer Relations, Motor Fuel Tax, 915 SW Harrison ST, Topeka, Kansas 66625-8000 (www.ksrevenue.org), 785-368-8222 (phone), 785-296-4993 (fax). Please include copies of the current Motor Fuels Vehicle Licenses you maintain for the facility you are making application to the Kansas Essential Fuels Supply Trust Fund.

SECTION 1. FACILITY AND OWNER/OPERATOR INFORMATION

- A. Provide the name and street address of the facility.
- B. Provide the name of the city and county in which the facility is located.
- C. Indicate if petroleum products are currently stored or have been previously stored for sale or resale purposes.
- D. Provide the name of the person or company who is making application to the Kansas Essential Fuels Supply Trust Fund.
- E. Only owners of aboveground storage tanks containing petroleum for sale and resale can make application. A storage tank owner is defined in K.S.A. 65-34,102 (j). Petroleum is defined in K.S.A. 65-34,102 (l). The owner can be current or former. Check the appropriate item to indicate whether the applicant is the current or former tank owner.
- F. Check the appropriate item(s) to indicate whether the applicant is a current or former tank owner, tank operator or property owner.
- H. If the applicant is the tank owner, provide the date the tank(s) were obtained by the applicant. If the applicant does not have ownership of the tank(s), mark NA.
- G. Check the appropriate item. Items 1-3 are for government agencies, 4 is for private businesses, and 5 includes others such as individuals (residents), cooperatives, and any other entity not specifically covered in 1-4.

SECTION 2. STORAGE TANK (ST) SYSTEM INFORMATION

- A. Check yes if the storage tanks are located at a refinery or a facility involved in the production of petroleum products.
- B. Provide the date the storage tanks were last used at this facility. Check NA if the storage tanks are still being used.
- C. Check yes if the total volume of oil stored at your facility in storage tanks is 1,320 gallons or greater.

SECTION 3. COMPLIANCE INFORMATION

- A. Indicate whether the tanks at this facility have been registered with the Kansas Department of Health and Environment (KDHE). All registered tanks have been assigned an owner identification number and a facility

identification number. These numbers can be found on your annual Storage Tank registration renewal form.

- B. Check yes if all non-exempt tanks owned or operated by the applicant have been registered with the KDHE. Check no if all tanks owned (partially or wholly) or operated by the applicant have not been registered. Check NA if the tanks are exempt from registration.
- C. Check yes if all annual tank fees have been paid. Check no if they have not been paid. Check NA if the tanks are exempt from fee payment.
- D. 1. Check yes if the storage tank system was in compliance with all registration requirements at the time of installation, upgrading, or decommissioning; otherwise, check no. Check NA if the tanks are registered in the "Pending Registration" status.
2. Check yes if the facility had valid KDHE permits for all non-exempt active petroleum storage tanks to allow operation of such tanks at the time of installation, upgrading, or decommissioning. Check no if the facility did not have valid KDHE permits for operating non-exempt petroleum storage tanks at the facility at the time of installation, upgrading, or decommissioning.. Check NA if the tanks are registered in the "Pending Registration" status.
- E. 1. Check yes if all other tank systems owned or operated at other facilities were in compliance with registration requirements at the time of installation, upgrading or decommissioning; otherwise, check no. Check NA if the tanks are registered in the "Pending Registration" status.
2. Check yes if all other non-exempt tank systems owned or operated by the applicant at other facilities had valid operating permits issued by the KDHE. Check no if all non-exempt petroleum tank systems did not have valid operational permits issued by the KDHE. Check NA if the tanks are registered in the "Pending Registration" status.
- F. Check yes if you have a Spill Prevention Containment, Countermeasures (SPCC) plan for the facility for which you are applying to the Kansas Essential Fuels Supply Trust Fund. Check no if you have no SPCC plan..
- G. Refer to Article 7 of the Kansas State Fire Marshall's regulations and check yes if the Fire Marshall has issued an approval letter for the facility for which you are making application to the Kansas Essential Fuels Supply Trust Fund.

SECTION 4. APPLICANT'S SIGNATURE

Print or type the name and title of the individual submitting the application, then sign and date it.

The application and all supporting documents are to be sent to:

Kansas Department of Health & Environment
Storage Tank Trust Fund
1000 SW Jackson, Suite 410
Topeka KS 66612-1367

Questions concerning the Trust Fund application process can be directed to the KDHE at (785) 296-8061 or 877-221-0325